

**INITIAL SCREENING OF INCOMING PAPERS CHECKLIST**

Reviewer JLB

Date: 3/13/01

APPLICATION NO. 81377,449

Code(s) (502, 501, 503, etc): (47FO)  
*match paper w/ file*

1. Petition Type(s) (i.e., 137(b); 137(a))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** *Petitions to Expedite require prompt attention and should be brought to the appropriate deciding official's attention.*

2. List Papers to be entered on contents of file jacket filed with petition:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

3. Is paper a petition to withdraw holding of abandonment:        yes        no  
If so, send paper and/or file to appropriate location (*Note: remove any flag set first*):

**Circle Appropriate Letter:**

- a. Nonreceipt of action from TC or assertion that reply was timely filed:  
Send paper to TC \_\_\_\_\_
  - b. Nonreceipt of Missing Parts Notice or assertion that reply was timely filed:  
Send paper to OIPE-Betty Robinson -CP2-7D25 (PH: 308-0910)
  - c. Assertion of timely payment of issue fee and/or submission of drawings:  
Send petition to Office of Publications: ATTN: Tom Hawkins
  - d. Other \_\_\_\_\_
4. Information Disclosure Statement - If not with the Office of Petitions or part of a petition, send to file location \_\_\_\_\_
5. Other: \_\_\_\_\_  
If not handled in Office of Petitions, send paper to appropriate location.
6. Is petition accompanied by assignment papers, fee address, or other paper which needs to be sent to another location?        yes        no  
If so, make copy of assignment papers, fee address, or other paper; mail original to proper location and place copy in file with an indication that the original paper(s) has been forwarded to the appropriate location (Assignment Branch; Maintenance Fee Division, etc.)